



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE READINESS COMMAND
BLDG 9810, LEE ROAD
FORT JACKSON, SOUTH CAROLINA 29207-6070

REPLY TO
ATTENTION OF

S: 10 September 2004

AFRC-RRC-P (140)

13 July 2004

MEMORANDUM FOR

Commanders, All USAR Readiness Command Subordinate Units
Commander, All USARC Major Subordinate Commands, (DCS G-1)
Commander, US Special Operations Command, (AOPE-RPD), Fort Bragg, NC 28310-5200
Commander, US Army Human Resources Command- St Louis, (ARPC-OPM-O), 1 Reserve Way, St. Louis, MO 63132-5200

SUBJECT: USAR Readiness Command Command Assignment Selection Board

1. A Command Assignment Selection Board is scheduled to convene on 18 September 2004 at this headquarters. The board will consider applicants for the command position identified below:

UNIT	LOCATION	GRADE/BR/AOC	VACANCY DATE
USAR Element Defense Information Systems Agency	Gettysburg, PA	0-4/SC/25A	October 2004

2. The list of the documents that must be included in the applicant packet is shown at enclosure.

3. Application packets are to be forwarded to this headquarters, ATTN: AFRC-RRC-P (Mr. Richard Provencher), 9810 Lee Road, Fort Jackson, SC 29207-6070), to arrive not later than 10 September 2004.

4. Request widest dissemination of this announcement to ensure all eligible officers are afforded an opportunity to apply.

AFRC-RRC-P

SUBJECT: USAR Readiness Command Command Assignment Selection Board

5. For additional information, contact Mr. Richard Provencher at (803) 751-1216, or via e-mail at Richard.Provencher@us.army.mil.

FOR THE COMMANDER:



Encl
Application Packet

WAYNE P. BAIR
COL, GS
Deputy Commander

DISTRIBUTION:

US Army Human Resources Command-St Louis (ARPC-PSV-BB)
US Army Reserve 63d Regional Readiness Command (AFRC-CCA-PRP-S)
US Army Reserve 65th Regional Readiness Command (AFRC-APR-PR)
US Army Reserve 70th Regional Readiness Command (AFRC-CWA-PRR-O)
US Army Reserve 77th Regional Readiness Command (AFRC-CNY-PR-M-F)
US Army Reserve 81st Regional Readiness Command (AFRC-CAL-PRR)
US Army Reserve 88th Regional Readiness Command (AFRC-CMN-PR)
US Army Reserve 89th Regional Readiness Command (AFRC-CKS-PRR)
US Army Reserve 90th Regional Readiness Command (AFRC-CAR-PRR)
US Army Reserve 94th Regional Readiness Command (AFRC-CMA-PR)
US Army Reserve 96th Regional Readiness Command (AFRC-CUT-PRR-O)
US Army Reserve 99th Regional Readiness Command (AFRC-CPA-PR-O)
9th Regional Support Command (APNS-GA-MP)
19th Theater Support Command (AFRC-TSC-PR)
75th Division (Training Support) (AFKR-TTX-PR)
78th Division (Training Support) (AFKR-TNJ-PR)
80th Division (Institutional Training) (AFRC-TVA-PR)
84th Division (Institutional Training) (AFRC-TWI-PR)
85th Division (Training Support) (AFKR-TIL-PR)
87th Division (Training Support) (AFKR-TAL-PR)
91st Division (Training Support) (AFKR-TIL-PR)
95th Division (Institutional Training) (AFRC-TOK-PR)
98th Division (Institutional Training) (AFRC-TNY-PR)
100th Division (Institutional Training) (AFRC-TKY-PR)
104th Division (Institutional Training) (AFRC-TWA-PR)
108th Division (Institutional Training) (AFRC-TNC-PR)
143d Transportation Command (AFRC-TCFL-PRA)
311th Support Command (Corps) (AFRC-CSA-PR)
311th Theater Signal Command (AFRC-SCMD-PR)

DISTRIBUTION (Continued):

335th Theater Signal Command (AFRC-SCGA-PR)
377th Theater Support Command (AFRC-SBLA-PR)
412th Engineer Command (AFRC-ENMS-PR)
416th Engineer Command (AFRC-ENILS-PR)
Army Reserve Readiness Training Command (AFRC-RTC-CD)
USAR Element JFCOM
USAR Element JFCOM (Intell)
USAR Element JFCOM (IDF)
USAR Element TRANSCOM
USAR Element SPACECOM
LOGCAP LSU
Small Arms Readiness Group
ARIOCC
DLA Support

CF:

Commander, USARC, (AFRC-PRP-O)
First US Army (AFKA-PR)
Third Army (AFRD-CS)
Fifth Army (AFKA-PA)
7th US Army Reserve Command (AEUP-PRS)
US Army, Pacific (APAG-RC)
US Army 9th Regional Support Command (APIX-OP, S-1)
US Army Special Operations Command (AOPE-RPO)
US Army Civil Affairs and Psychological Operations Center Command (AOCP-PE)

COMMAND ASSIGNMENT SELECTION BOARD
APPLICATION PACKET

1. Resume of service prepared in accordance with example provided. No attempt should be made to complete military portions of the summary without referring to official military personnel records. Civilian occupation will be described in an addendum on a separate page, as shown. The summary must be signed and dated by the applicant.
2. Up-to-date copy of DA Form 2B USAR (TAPDB-R-USAR Personnel Qualification Record-Part I) and DA Form 2-1 (Personnel Qualification Record-Part II) verified as accurate and complete, and signed/dated by the officer. Individual Ready Reserve and Individual Mobilization Augmentee officers will submit DA Form 4047 Officer Record Brief) in lieu of DA Forms 2B and 2-1. They should contact the appropriate Personnel Management Officer (PMO) at AR-PERSCOM to update their Officer Record Brief. It is particularly important that DA Forms 2B and 4037 include the latest PULHES information and date.
3. Official military photograph taken in accordance with AR 640-30, Photographs for Military Personnel Files. Reverse side of photograph must include date taken, SSN, current height and weight, and officer's signature. General Staff insignia will not be worn for this photograph.
4. Statement of Understanding prepared by officers applying for positions which require a rank above their current rank.
5. Copy of officer evaluation reports for the past 5 available years. When duplicating, ensure the reverse sides of the reports are in the same position as the original reports (head-to-foot), or prepare a separate page for each side. Ensure submitted reports are complete, i.e., signatures, narrative verbiage.
6. Assemble and forward documents IAW the instructions in paragraph 7 below. Do not add additional documents. Officers are reminded that they are personally responsible for the accuracy of their packet, and must personally review each document in their packet.
7. Documents will be submitted in a manila folder with PSA label containing applicant's last name, first name, middle initial and rank. The folder will be arranged as follows:
 - a. Left side of folder: Letter to the Board (optional; not required).
 - b. Right side of folder, top to bottom: Photo, Resume of Service, last 5 years available OERS (most recent period first); DA Form 5500-R/DA Form 5501-R, if applicable; DA Form 2B and DA Form 2-1 (or DA Form 4037 in lieu of these forms for IRR/IMA applicants); Statement of Understanding, if applicable. Documents will be fastened to right side of folder by an Acco fastener, minus the top.

RESUME OF SERVICE CAREER

of

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

DATE AND PLACE OF BIRTH 16 July 1948, Beech Grove, Indiana

YEARS OF COMMISSIONED SERVICE Over 27 years

TOTAL YEARS OF SERVICE Over 29 years

PRESENT ASSIGNMENT Engineer Staff Officer (IMA), Office of the Chief of Engineers,
Washington, DC 20310-2400, since May 1993

CURRENT OCCUPATION Executive Vice President, DFS Corporation, Gaithersburg,
Maryland

HOME ADDRESS 1211 Ole Square Road, Gaithersburg, Maryland 20878-0112

HOME PHONE (205) 908-1444 WORK PHONE (205) 701-0944

MANDATORY REMOVAL DATE: 16 July 2008

MILITARY SCHOOLS ATTENDED (**Only list courses that were a minimum of 40 hours in duration**)

Airborne School

Ranger School

Infantry School - Basic and Advanced Courses

Engineer School - Advanced Course

United States Army Command and General Staff College

Reserve Components National Security Course

Force Integration Course

Senior Reserve Component Officer Course

National Security Leadership Course

United States Army War College

EDUCATIONAL DEGREES (**Do not include high school. List only those institutions which resulted in the awarding of a baccalaureate or higher degree. Include major area of concentration. The major area of concentration for The United States Military Academy (USMA) will always be "No Major"**).

Florida State University - BS Degree - Psychology

Indiana University - JD Degree - Law

Encl 1a

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

FOREIGN LANGUAGE(S) (List only those languages which the officer professes to have proficiency. If none, indicate "None recorded.")

MAJOR DUTY ASSIGNMENTS (Do not include enlisted or warrant officer service. List by category in chronological order accounting for all time. Do not use abbreviations. Start with date of appointment. Duty titles used should match those used in OERs rendered during same period.)

FROM	TO	ASSIGNMENT
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Active Duty (show casual status and non-rated periods)

Jun 70	Feb 71	Student, Engineer School, Fort Belvoir, Virginia
Feb 71	Mar 71	Casual Status
Apr 71	Oct 71	Platoon Leader, Company C, 701st Engineer Battalion (Combat), 16th Infantry Regiment, United States Army, Vietnam
Nov 71	Dec 71	S-2, 3d Battalion, 16th Infantry Regiment, United States Army, Vietnam (non-rated)

USAR - Not on Active Duty

Jan 72	May 72	Platoon Leader, 100th Military Police Company, Boston, Massachusetts (Jan-Feb 72, non-rated)
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ARNG - Not on Active Duty

Jun 72	Sep 73	Assistant S-4, 1st Battle Group - Ohio (show state)
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USAR - Not on Active Duty

Oct 73	Jan 74	Plans and Policy Officer (IMA), Fort Huachuca, Arizona
Jan 74	Feb 75	Plans and Policy Officer, 310th Support Command, Fort Belvoir, Virginia
		Deputy Assistant Chief of Staff, Services 310th Theater Army Area Command (TAACOM), Fort Belvoir, Virginia (Jul - Sep 74, ADSW)

Note: Major duty assignments is the only section which may be divided between pages. Place page numbers at the bottom of all pages except page 1.

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

MAJOR DUTY ASSIGNMENTS (continued)

FROM	TO	ASSIGNMENT
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USAR - Not on Active Duty (continued)

Mar 75	Aug 83	Executive Officer, Headquarters and Headquarters Company, 310th Support Command, Fort Belvoir, Virginia
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USAR - AGR

Aug 83	Mar 84	Personnel Management Officer, Engineer Branch, Officer Personnel Management Directorate, Reserve Component Personnel Administration Center, St. Louis, Missouri
Mar 84	Oct 86	Chief, Engineer Branch, Officer Personnel Management Directorate, Reserve Component Personnel Administration Center, St. Louis, Missouri (Mar 84, non-rated)
Oct 86	Mar 88	Staff Officer, Personnel Division, Office of Chief, Army Reserve, Washington, DC

USAR - Not on Active Duty

Mar 88	Jul 88	Control Group (Reinforcement)
Jul 88	Jan 91	Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC *Assistant Chief, Administrative Support Team, Sixth Army Evaluation Headquarters, Camp Roberts, California (Jun 89, ADSW)

Active Duty

Jan 91	Jun 91	Engineer Staff Officer, Headquarters, 18th Airborne Corps, United States Army, Saudi Arabia (non-rated)
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* To account for AT, ADT or ADSW tours **for which an OER or AER was rendered while you were assigned to another unit**, place entry below unit of assignment with period of duty shown in parenthesis (see example above).

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

MAJOR DUTY ASSIGNMENTS (continued)

FROM	TO	ASSIGNMENT
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USAR - Not on Active Duty

Jul 91	Present	Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC **Deputy Chief of Staff (RTU), 5778th Corps Support Command (COSCOM), Dallas, Texas (Jul 92 - Dec 93 attached for points only)
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**** Show RTU duty only if an OER was rendered.**

PROMOTIONS	DATES OF APPOINTMENT
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Rank	Component	Date
2LT	USAR	7 Jun 71
1LT	AUS	23 Apr 73
1LT	USAR	20 Oct 73
CPT	ARNG	19 Oct 78
MAJ	USAR	12 Mar 82
LTC	USAR	11 Mar 89
COL	USAR	10 Mar 94

US DECORATIONS AND BADGES

Silver Star
Bronze Star Medal with "V" Device
Meritorious Service Medal (with 3 Oak Leaf Clusters)
Air Medals
Army Commendation Medal (with 1 Oak Leaf Cluster)
Meritorious Unit Commendation
Army Reserve Components Achievement Medal (with Silver Oak Leaf Cluster)
National Defense Service Medal (with 1 Bronze Service Star)
Vietnam Service Medal (with 3 Bronze Service Stars)
Southwest Asia Service Medal (with 2 Bronze Service Stars)
Armed Forces Reserve Medal (with Silver Hourglass and "M" Device)
Army Reserve Components Overseas Training Ribbon
Republic of Vietnam Gallantry Cross Unit Citation
Republic of Vietnam Campaign Medal
Kuwait Liberation Medal (Kingdom of Saudi Arabia)
Kuwait Liberation Medal (Government of Kuwait)

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

US DECORATIONS AND BADGES (continued)

Combat Infantryman Badge

Senior Parachutist Badge

Ranger Tab

SOURCE OF COMMISSION ROTC (June 1970)

resulted in the awarding of a baccalaureate or higher degree. Include major area of concentration. The major area of concentration for The United States Military Academy (USMA) will always be “No Major”.

ADDENDUM A TO RESUME OF SERVICE CAREER

THOMAS EDWARD JEFFERSON, Lieutenant Colonel, Engineer (USAR), 000-00-0000

CURRENT OCCUPATION Executive Vice President, DFS Corporation,
Gaithersburg, Maryland

NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES

Has overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents. Responsible for 1,200 employees at thirteen locations worldwide. Annual operating budget for 2001 is in excess of \$9 million. Position requires intercontinental travel to customer locations.

* Use this example with single spaced format as your specific guide. Do not list previous positions and civic or religious affiliations - current position only.

Limit addendum to one separate page. Must be completed by all applicants (with exception of AGR soldiers).

COMMANDER'S STATEMENT

NAME AND SSN OF OFFICER:

DATE LAST PHYSICAL EXAM: _____ PUHLES: _____

COMPLETION OF LAST ARMY PHYSICAL FITNESS TEST:

DATE: _____ PASS _____ FAIL _____

CURRENT HEIGHT: _____ WEIGHT: _____

MAXIMUM ALLOWABLE WEIGHT STANDARD IAW AR 600-9: _____

IF STANDARD EXCEEDED, DA FORM 5500-R/5501-R ATTACHED?

YES _____ NO _____

I CERTIFY THAT I HAVE PERSONALLY VERIFIED ALL INFORMATION
CONTAINED HEREIN:

SIGNATURE OF RECORDS CUSTODIAN

TYPED NAME, GRADE, DUTY TITLE

DATE

STATEMENT OF UNDERSTANDING

1. I understand that the position for which I am applying requires a rank above the rank that I hold. I am not currently on an approved promotion list.
2. I understand that if selected for a command position, for which I have applied, and I am not selected for promotion by a position vacancy promotion board for which I am eligible, I will be removed from that command position.

(Signature of officer and date)